



## Guide to participating in video meetings

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Should you participate in a video meeting in a regional video meeting room, you will receive the access details for the Cisco video meeting room from the host/meeting organizer via e-mail, or through your digital healthcare platform. You will need these details to join the meeting.

There are several log in possibilities, each described in the following sections.

### Disclaimer

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## Participate in the meeting

### 1) If Internet Explorer is your standard browser

- Open your digital healthcare platform/email containing the invitation.
- Copy the meeting ID number.

Du er inviteret til Anna Antonsen møde

Anvender du Google Chrome eller Firefox, kan du klikke på dette link:

[https://meet.rsyd.dk/invited.sf?secret=\\_CxceUbhNHsl2slx61mA.A&id=305057638](https://meet.rsyd.dk/invited.sf?secret=_CxceUbhNHsl2slx61mA.A&id=305057638) (Bemærk: Linket virker ikke ved anvendelse af Internet Explorer eller Edge)

Anvender du et Video system, Jabber, Lync eller Skype for Business, kan denne adresse anvendes:

<sip:anna.antonsen.mde@meet.rsyd.dk>

Ønsker du at ringe op til mødet (kun tale – og dermed ingen video).

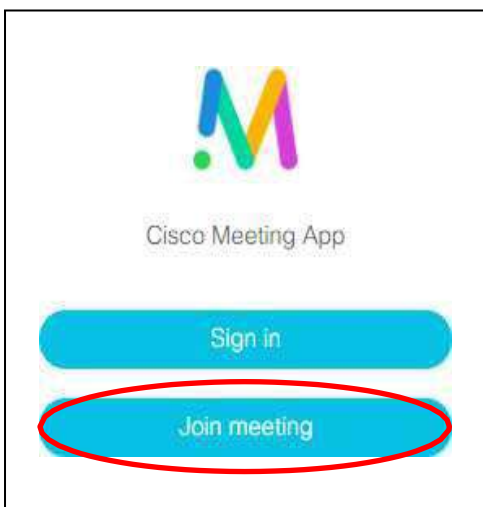
Telefonnummer: +4576631414 | Indtast mødeidentifikation 305057638 efterfulgt af #

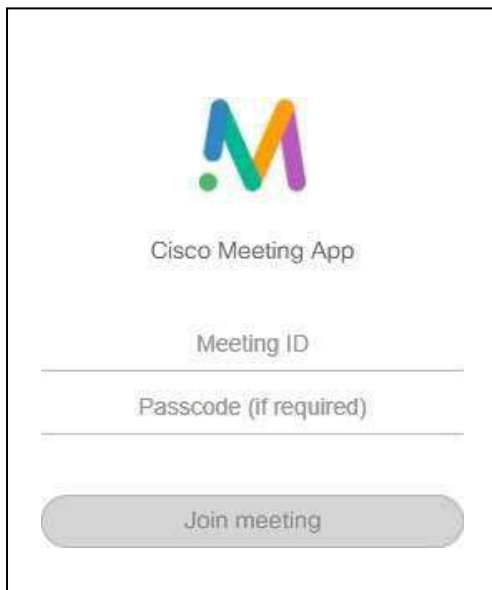
Pinkode til dette møde: 5000

Anvender du Cisco Meeting APP, kan du klikke på dette link:

[cisco meeting://meet.rsyd.dk/invited.sf?secret=\\_CxceUbhNHsl2slx61mA.A&id=305057638](cisco meeting://meet.rsyd.dk/invited.sf?secret=_CxceUbhNHsl2slx61mA.A&id=305057638)

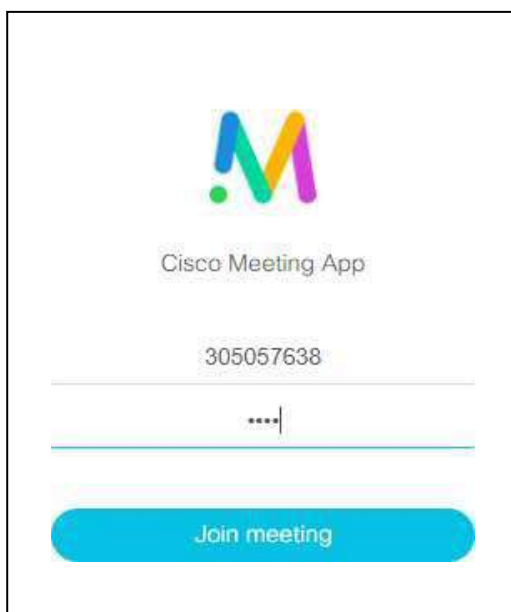
- Open Internet Explorer.
- Write <https://meet.rsyd.dk> in the address bar.
- The image below will be visible on your screen.
- Click on 'Join meeting'.





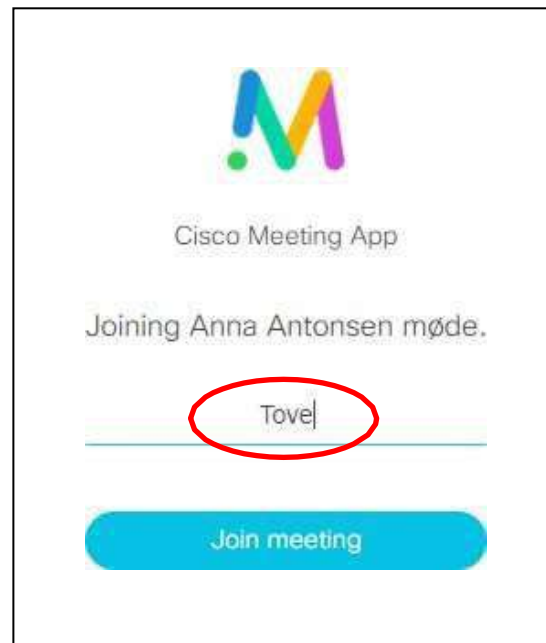
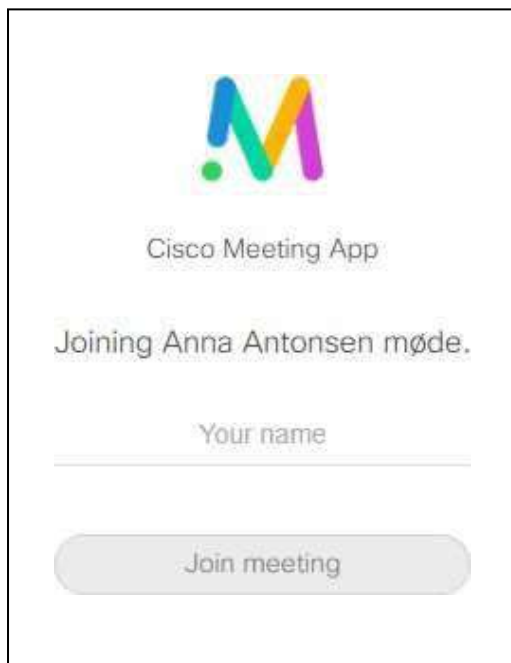
The image shows the Cisco Meeting App join screen. At the top is the Cisco Meeting logo, a stylized 'M' with a green dot. Below the logo is the text 'Cisco Meeting App'. There are two input fields: the first is labeled 'Meeting ID' and the second is labeled 'Passcode (if required)'. At the bottom is a grey button labeled 'Join meeting'.

- 'Meeting ID': Type or paste the meeting ID number in the first row. Please note, that the number *should not be followed* by the # (hashtag) sign (even though the email states so). See the image below as example.
- 'Passcode': Type or paste in the next line the code – available in the e-mail body, if the meeting has been created with a code. See the invitation image above.
- Click on 'Join meeting'

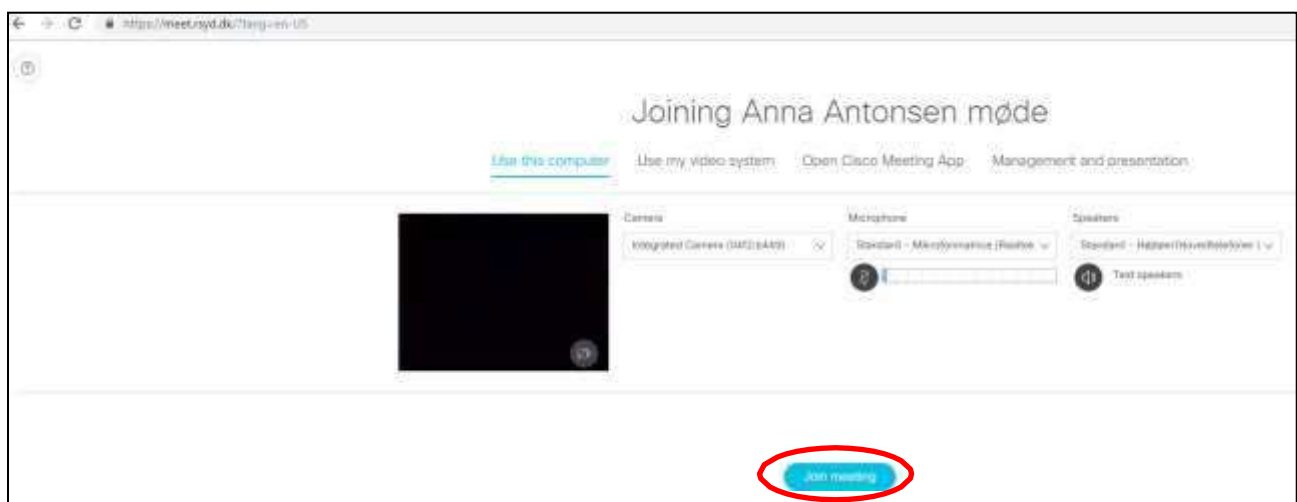


The image shows the Cisco Meeting App join screen with example data. At the top is the Cisco Meeting logo, a stylized 'M' with a green dot. Below the logo is the text 'Cisco Meeting App'. The 'Meeting ID' field contains the number '305057638'. The 'Passcode' field contains four asterisks '\*\*\*\*'. At the bottom is a blue button labeled 'Join meeting'.

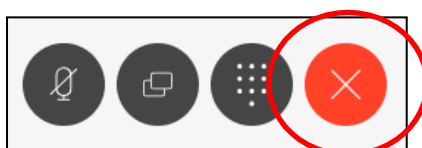
You will see the image below.



- Write your name in the corresponding line.
- Then click on 'Join meeting'.
- You have now entered "the lobby" of the video meeting room.
- Click on 'Join meeting'.

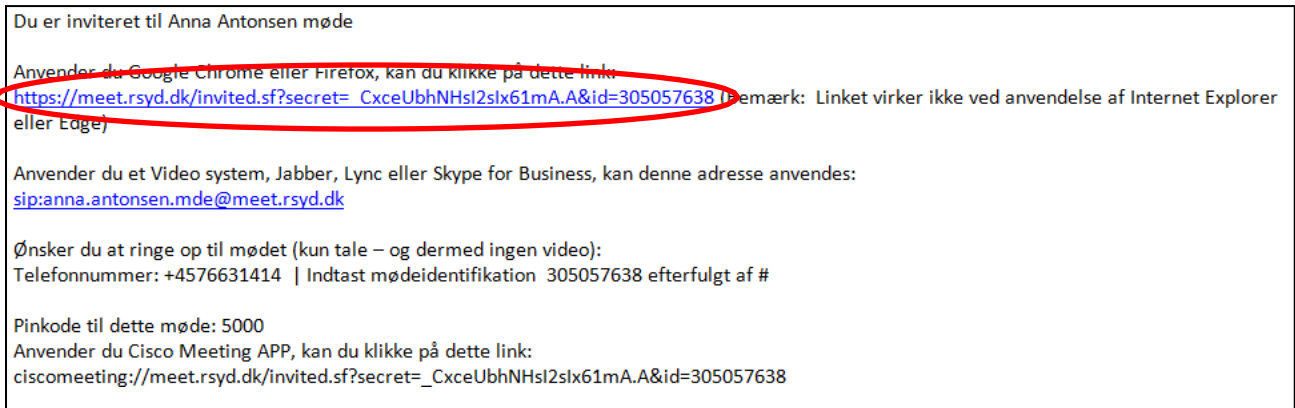


- When the meeting is over, leave it by clicking the red button.

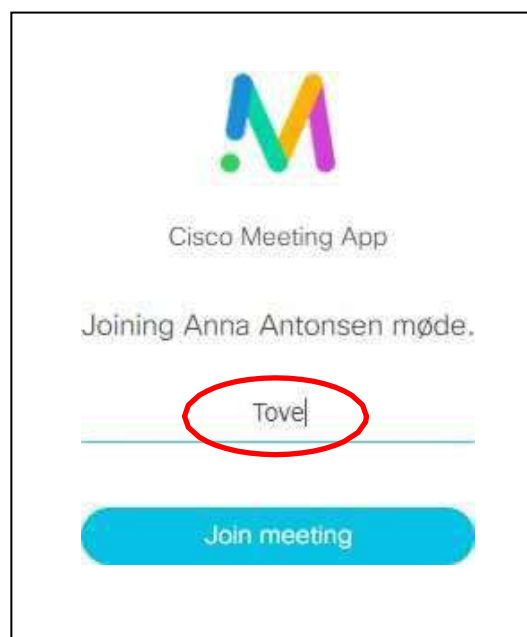
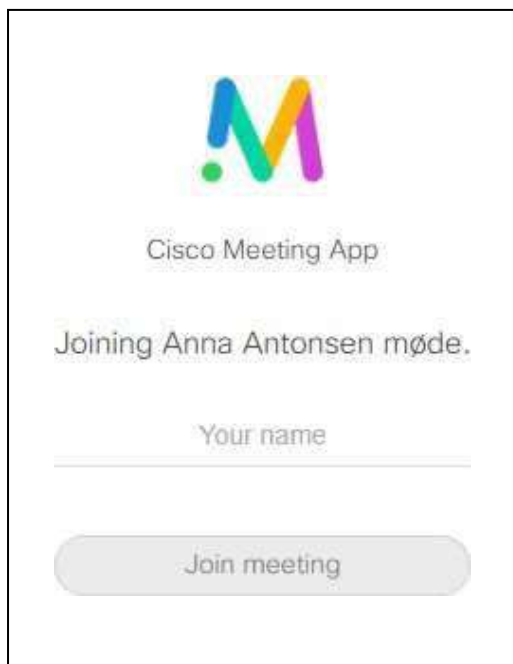


## 2) If Google Chrome is your standard browser

- Open your digital healthcare platform/email containing the invitation.
- In your email: Click on the link, or
- In your digital healthcare platform: copy the link from the platform and paste it in the address bar of your browser.



- You will see this page



- Write your name and click on 'Join meeting'.
- Click on 'Join meeting' in the newly opened page.

### 3) Log in with Cisco Jabber

It can be advantageous to use Cisco Jabber if you have it installed, as it will deliver the best audio and video quality.

- Open your digital healthcare platform/email with the invitation.
- Copy the link.

Du er inviteret til Anna Antonsen møde

Anvender du Google Chrome eller Firefox, kan du klikke på dette link:  
[https://meet.rsyd.dk/invited.sf?secret=\\_CxceUbhNHsl2slx61mA.A&id=305057638](https://meet.rsyd.dk/invited.sf?secret=_CxceUbhNHsl2slx61mA.A&id=305057638) (Bemærk: Linket virker ikke ved anvendelse af Internet Explorer eller Edge)

Anvender du et Video system, Jabber, Lync eller Skype for Business, kan denne adresse anvendes:  
<sip:anna.antonsen.mde@meet.rsyd.dk>

Ønsker du at ringe op til mødet (kun tale – og dermed ingen video):  
Telefonnummer: +4576631414 | Indtast mødeidentifikation 305057638 efterfulgt af #

Pinkode til dette møde: 5000

Anvender du Cisco Meeting APP, kan du klikke på dette link:  
[ciscomeeting://meet.rsyd.dk/invited.sf?secret=\\_CxceUbhNHsl2slx61mA.A&id=305057638](ciscomeeting://meet.rsyd.dk/invited.sf?secret=_CxceUbhNHsl2slx61mA.A&id=305057638)

- Open Cisco Jabber.
- Copy the address in the call bar and click on the green button to initiate the call (if the address has the "sip:" prefix, please erase it to be able to initiate the call).





If the meeting has a code, Jabber will prompt you for the code for participating in the meeting.

- Click on the keyboard.
- Type your code, ending it with the # (hashtag) sign. You will be able to find the code in the invitation with the link, or in your digital healthcare platform (see the image with the invitation).



- End the meeting by clicking the red button.

#### 4) Log in with Skype for Business

- Open your digital healthcare platform/the email with the invitation.
- Copy the link.

Du er inviteret til Anna Antonsen møde

Anvender du Google Chrome eller Firefox, kan du klikke på dette link:  
[https://meet.rsyd.dk/invited.sf?secret=\\_CxceUbhNHsl2slx61mA.A&id=305057638](https://meet.rsyd.dk/invited.sf?secret=_CxceUbhNHsl2slx61mA.A&id=305057638) (Bemærk: Linket virker ikke ved anvendelse af Internet Explorer eller Edge)

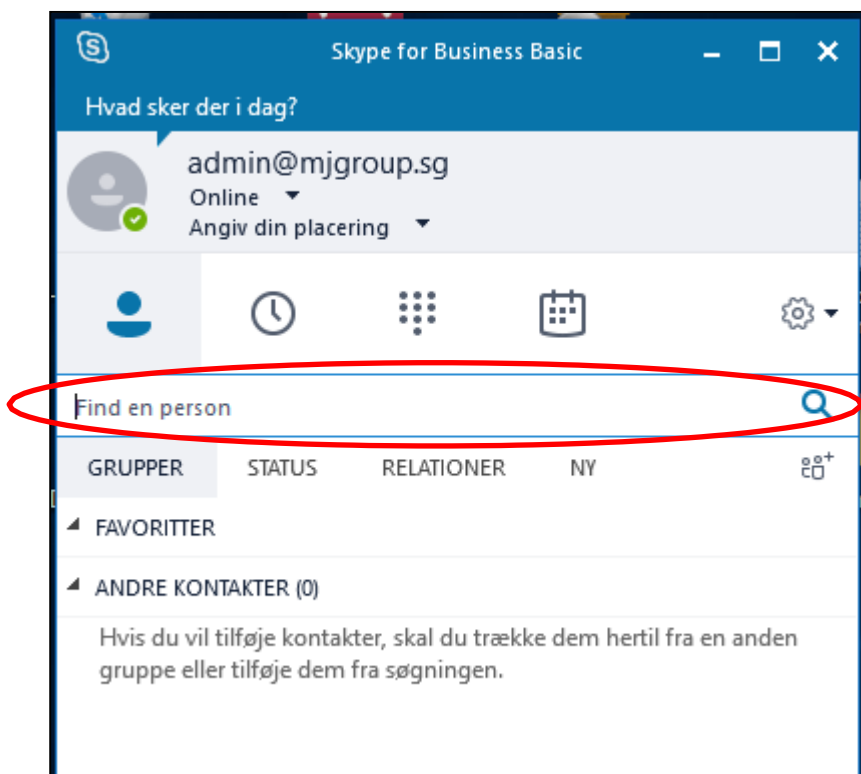
Anvender du et Video system, Jabber, Lync eller Skype for Business, kan denne adresse anvendes:  
<skype:anna.antonsen.mde@meet.rsyd.dk>

Ønsker du at ringe op til mødet (kun tale – og dermed ingen video):  
Telefonnummer: +4576631414 | Indtast mødeidentifikation 305057638 efterfulgt af #

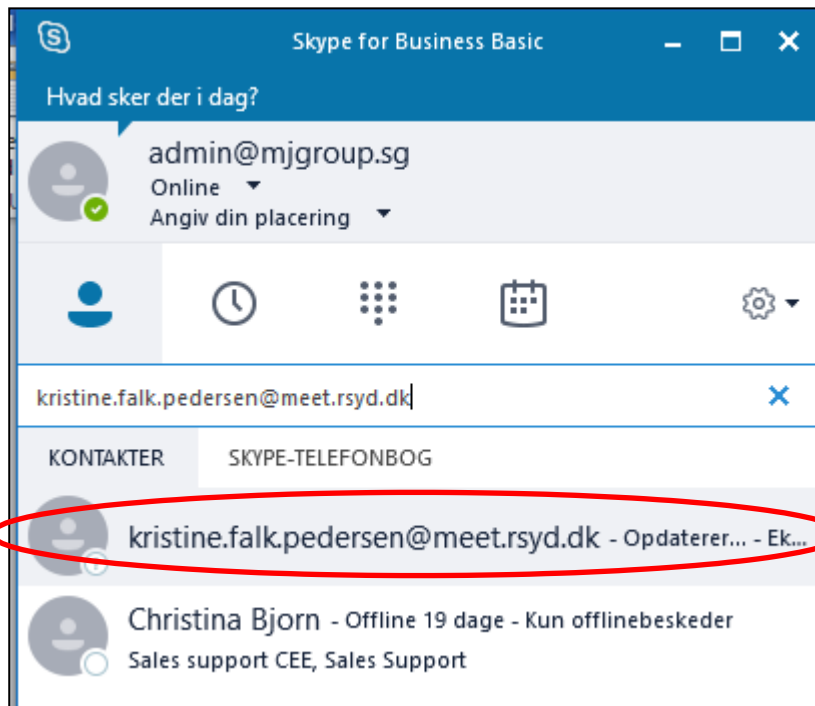
Pinkode til dette møde: 5000

Anvender du Cisco Meeting APP, kan du klikke på dette link:  
[ciscomeeting://meet.rsyd.dk/invited.sf?secret=\\_CxceUbhNHsl2slx61mA.A&id=305057638](ciscomeeting://meet.rsyd.dk/invited.sf?secret=_CxceUbhNHsl2slx61mA.A&id=305057638)

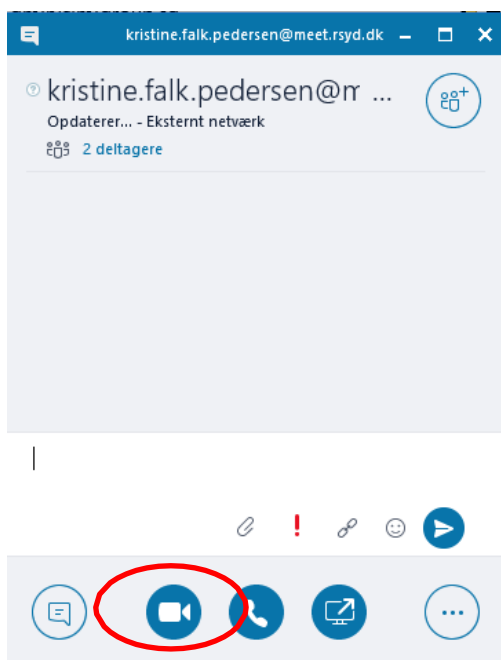
- Open Skype for Business.
- Paste the address in the field called "Find a person".



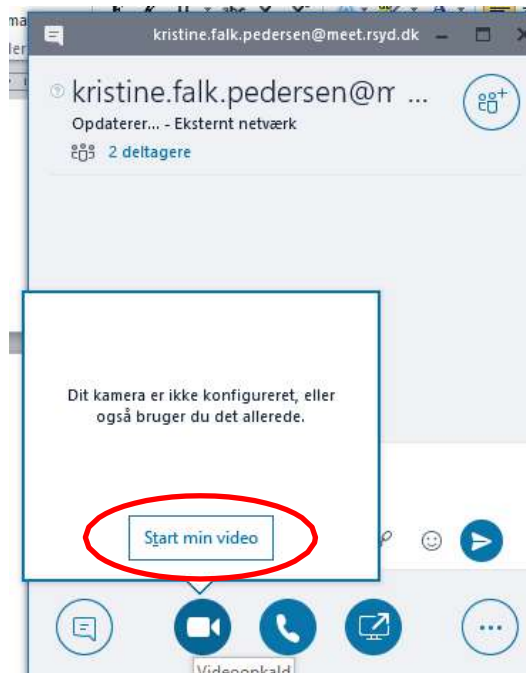
- Double click in the desired meeting room (for instance Kristine.falk.pedersen@meet.rsyd.dk)



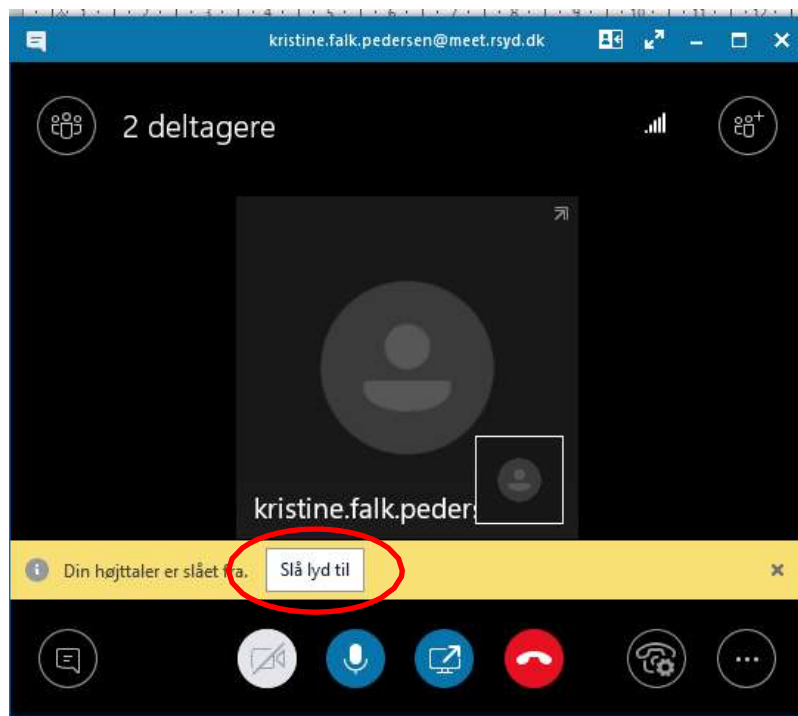
- In the window below you can write messages in the meeting room and you can see how many participants there are. To call and take part in the meeting, you should press the camera icon.



- If the video meeting does not start and the following message is visible in the message box *"Your camera has not been configured, or you are using it already"* – simply click on *"Start my video"* or *"Accept video"*.



- If there is no sound from the meeting, you should click on *"Turn sound on"* or turn the sound on your computer.



- End the meeting by clicking the red button.



## 5) Own notes